



VARIANCE APPLICATION

APPLICANT

Name _____

Mailing Address _____

Contact Person _____

Phone _____ Fax _____

Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

Zoning _____

Existing Land Use _____

Lot Size _____

VARIANCE REQUEST

Please provide a brief description of the variance request.

SUBMITTAL CHECKLIST

- ☐ \$400 non-refundable filing fee.

The purpose of this fee is to pay for legal noticing and application processing.

- ☐ A *typewritten* narrative describing the request and conformance to the findings for a variance. (*See reverse*)

- ☐ Seven copies of the proposed site plan—*scaled and dimensioned*—detailing property boundaries; topographic characteristics; existing improvements and uses; and proposed improvements and uses.

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

- ☐ A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review.

No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

BOARD OF ADJUSTMENT

- ☐ Approved with Conditions (*see attachments*) ☐ Denied

Resolution # _____ Date _____



Guidelines for Requesting a Variance

PUBLIC HEARINGS

The Board of Adjustment (BOA) meets on the third Tuesday of every month. The deadline for filing an application is the Monday five weeks prior to the BOA meeting day. You will be notified by mail of the meeting date, time, and place.

<i>Application Submittal Deadline</i>	<i>Board of Adjustment Public Hearing Date</i>
November 15, 2004.....	December 21, 2004
December 20, 2004.....	January 18, 2005
January 14, 2005	February 15, 2005
February 14, 2005	March 15, 2005
March 14, 2005	April 19, 2005
April 18, 2005.....	May 17, 2005
May 16, 2005	June 21, 2005
June 20, 2005.....	July 19, 2005
July 18, 2005	August 16, 2005
August 16, 2005.....	September 20, 2005
September 19, 2005	October 18, 2005
October 17, 2005.....	November 15, 2005
November 14, 2005.....	December 20, 2005
December 19, 2005.....	January 17, 2006
January 13, 2006.....	February 21, 2006

FINDINGS

Pursuant to Section 20.7-7 of the Coconino County Zoning Ordinance, the Board of Adjustment must make the following findings if they are to approve a variance request.

Applicants for a variance must provide an explanation of how their request meets the following criteria.

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this chapter.
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zone.
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone.
4. That the granting of the variance as conditioned will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the vicinity classified in the same zone.
5. That the granting of the variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

APPEALS

A decision of the Board of Adjustment on a variance may be appealed within thirty days to the Superior Court. Appeals may be made by the applicant or any other aggrieved person(s) as prescribed in ARS 11-807.